

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 30, 2004

FROM: LARRY WALKER,
Auditor/Controller-Recorder

SUBJECT: PROPOSED RATE ADJUSTMENT FOR RECORDS MANAGEMENT

RECOMMENDATION: Approve an adjustment for Records Management for an increase for storage of \$.11 per cubic foot per month for a total of \$.40 per cubic foot per month, effective July 1, 2004.

BACKGROUND INFORMATION: Records Management operates from an internal service fund (IRM ACR), whose fees support the storage of vital documents and records destruction. This division of the Auditor/Controller-Recorder relocates inactive files from County departments into a central storage facility, where the file are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

The proposed rate adjustment was developed using current fiscal year expenses and projected cost increases for insurance, cowcap, and other fixed costs.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by the county Administrative Office (Tracy Lindsay, Administrative Analyst, 387-4659) on January 22, 2004; by County Counsel (Kevin L. Norris, Deputy County Counsel, 387-5441) on January 23, 2004.

FINANCIAL IMPACT: Adoption of the proposed fee increase will result in a total revenue increase of \$41,806.60 for FY 2004-05.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Larry Walker, Auditor/Controller-Recorder, 386-8818

Record of Action of the Board of Supervisors

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